



Post Date: July 15, 2013
Removal Date: July 31, 2013

CITY OF GAUTIER VACANCY ANNOUNCEMENT

POSITION: Dispatcher
DEPARTMENT: Police Department
HOURS: 12 Hour Rotating Shift
PAY GRADE: Grade 7 (Schedule 2184) \$11.30 per hour

DUTIES: This is specialized work in receiving and dispatching messages in a communications center through the use of telephone, radio and other communications equipment and operation of accessory equipment.

Work involves responsibility receiving incoming calls for emergency services or for information, and promptly and efficiently dispatching personnel and equipment in response to emergency police, fire and other calls or providing requested information. Disposition of calls is made in accordance with established procedures; however, an employee of this class must be knowledgeable of police and fire operations and geographical layout of the City. Although work is performed within established policies and procedures; it requires the exercise of sound judgment in emergency situations. Supervision and assignments are received from a superior both orally and in writing. Work is reviewed by superiors through observation, monitoring of operations, and the review of records and reports.

CIVIL SERVICE MINIMUM QUALIFICATIONS: Individual must have a High School Diploma or GED equivalent; be eligible to work in the United States; an elector of the county in which he/she resides; possess and maintain a valid driver's license; and MUST be insurable by the City's insurance company.

MINIMUM EDUCATION AND EXPERIENCE:

Graduation from high school or acceptable equivalent; minimum age of twenty (20) years; and experience with radios or in a communications center is desirable but not a requirement.

REQUIRED DOCUMENTS: Applicant must provide proof of High School Diploma, GED equivalent, or a valid copy of his/her transcript to verify course work. If applicant is an elector of a county outside of the State of Mississippi; proof of voter registration is required.

(Job description with minimum requirements attached.)

INTERNAL APPLICANTS: Please contact Veneice A. Barnett, HR Generalist at Gautier City Hall.

EXTERNAL APPLICANTS: Apply at Gautier City Hall, 3330 Highway 90, Gautier, MS 39553 or visit us online at www.gautier-ms.gov for instructions on how to apply.

XC: City Clerk Department
Civil Service Commission (3)
Economic Development Department
Finance Department
Fire Department (3)
Human Resources Department
MDES
Police Department (3)
Clearwater Solutions, LLC (2)
www.gautier-ms.gov

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, sex, age, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.

DISPATCHER

Department:	Police Department	Pay Grade:	07 (Schedule 2184)
Reports To:	Police Sergeant	Exempt (Y/N):	N
Competitive (Y/N):	Y		

SUMMARY:

This is specialized work in receiving and dispatching messages in a communications center through the use of telephone, radio, and other communications equipment and operation of accessory equipment.

Work involves responsibility for receiving incoming calls for emergency services or for information, and promptly and efficiently dispatching personnel and equipment in response to emergency police, fire and other calls or providing requested information. Disposition of calls is made in accordance with established procedures; however, an employee of this class must be knowledgeable of police and fire operations, and the geographical layout of the City. Although work is performed within established policies and procedures, it requires the exercise of sound judgment in emergency situations. Supervision and assignments are received from a superior both orally and in writing. Work is reviewed by superiors through observation, monitoring of operations, and the review of records and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the specific duties listed, nor do the examples cover all the duties that may be performed)

- Operates telephone, radio, and other communications equipment on an assigned shift.
- Receives complaints and emergency calls which must be properly processed; obtains all essential information for handling emergencies; dispatches appropriate personnel and equipment to scenes of police and fire incidents, accidents, natural disasters, rescue operations, and other emergencies.
- Receives routine calls and visits, and provides information as requested.
- Maintains radio contact with all police and fire units away from station; maintains status and current information on all units in and out of service.
- Monitors all alarms and dispatches units as needed. Maintains records of all emergency and other dispatches; periodically makes routine announcements and relays messages via radio.
- Operates accessory equipment which includes teletype, typewriter, and computer keyboard.
- Takes and processes affidavits on crimes that were committed in the City of Gautier.
- Prepares and maintains warrants and warrants file; keeping proper documentation and accuracy of file.
- Receives payments of fines imposed by the City Court. Receives bond money.
- Prepares and issues receipts to individuals paying fines and providing bonds.
- Receives and processes legal documents and makes necessary entries in docket books and logs.
- Monitors tapes, changes and marks them when necessary; cleans the tape recorder heads.
- Maintains an inventory of supplies at communications desk, requesting additional supplies when needed.
- Performs any other duties as directed by the Police Sergeant.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of English, spelling, punctuation, grammar, and arithmetic.
- Knowledge of the occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.
- Ability to develop knowledge of the geography of the City of Gautier and the location of streets and important buildings.
- Ability to learn quickly the operation of telephone, radio, and other communications equipment.
- Ability to speak clearly in a well-modulated voice and to use good diction.
- Ability to think and act quickly, calmly, effectively, and efficiently in emergency situations.
- Ability to deal with the public in an effective and efficient manner.
- Ability to establish and maintain effective working relations as necessitated by work assignments.
- Ability to understand and follow oral and written instructions.
- Ability to count, receive, and account for money, in cash and check form.
- Ability to work 12 hour rotating shifts, on all days of the week.
- Basic knowledge in operating a typewriter and computer key board.

- Ability to react to change productively, and handle other tasks as assigned.
- Must have and maintain a valid Mississippi vehicle operator's license.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions, and risk of electrical shock.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception. The employee regularly lifts and/or moves up to 25 pounds and occasionally lifts and/or moves up to 45 pounds.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

High school diploma or acceptable equivalent and minimum age of twenty (20) years. Experience with radios or in a communications center is desirable but not a requirement.

CIVIL SERVICE MINIMUM QUALIFICATIONS: (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

City of Gautier
Screening Schedule

DISPATCHER

Advertise	July 15, 2013 – July 31, 2013
Post	July 15, 2013
Cut-Off Date	July 31, 2013
Eligibility List Compiled	Aug. 7, 2013
Applicant to Call (228) 497-2539 after 2:00 p.m. for Eligibility Determination	
Written Examination	Aug. 29, 2013
<p style="text-align: center;">at MGCCC-Jackson County Campus Administration Building Classroom “A” 2300 Highway 90 Gautier, MS 39553 6:00 p.m.</p>	
Test Scores	Sept. 5, 2013
Written notification to the applicant will be mailed; or applicants may call (228) 497-2539 after 2:00 p.m. for Test Scores	
Master Register	Sept. 12, 2013
Interviews	To be scheduled at a later date